



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date August 31, 1982	1. Agency Address Georgia Department of Labor Employment Service & Training Division Central Records Unit 501 Pulliam St., S.W. Atlanta, Georgia 30312	Application Number 83-29	
Application Number		Date Received SEP 13 1982	Date Completed JAN 19 1983
2. Person to Contact Joyce Eunice		Working Title Central Records Unit Supervisor	Telephone Number 6333
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest Current		5. Records Series Title (followed by title used in office, if different) CETA Client Monthly Characteristic Summary (CT 345 PM)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employment Service and Training Division under the direction of the Director of Employment Service and Training Division, Employment Security Agency is responsible for the development and implementation of Training and Employment Service programs. The Central Records Unit processes Comprehensive Employment and Training Act participants' records; verifies participant eligibility; prepares federal reports and participant information for management control.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Management reporting of CETA statistical characteristics Included are: print-out CT 345 PM (as of October 1980) Superseded CETA-801; also includes CETA Program Status Summary (report from Office of Governor, Balance of State to US Department of Labor) File is arranged: Monthly,			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Referred to for research until CETA ends			
9. Annual Rate of Accumulation of Records Letter-size drawers .5; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | * _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

* Used for administrative research purposes

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other at the final close-out then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then of the Comprehensive Employment and Training Act.
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention; earlier transfer authorized
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Howard H. Weir</i>	9-2-82	<i>William H. Johnson</i>	8-31-82
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter H. Hoot</i>	9-3-82	<i>M. L. Sullivan per WRF</i>	8-31-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Edward Weed</i>	11-4-82
	Secretary of State/Designee	<i>Edward Weed</i>	11/1/82
	Attorney General/Designee	<i>Edward Weed</i>	11-2-82

(Reverse Side)